

Administrative Services Division Chief



Job Code: 3390
Grade: 134
Reports to: Director of Parks, Recreation & Culture
Salary Range: \$66,610 - \$103,762
FLSA Status: Exempt

GENERAL STATEMENT OF DUTIES

Performs difficult professional and administrative work managing, coordinating, and organizing the administrative responsibilities and facility operations of the department; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification provides leadership, direction, and supervision to full time facility personnel and customer service staff in order to provide excellent service and support to internal and external customers. Work is performed under the general supervision of the Director of Parks, Recreation and Culture. Supervision is exercised over recreation supervisors and staff.

ESSENTIAL FUNCTIONS

Assisting with the overall administration and operation of recreation facilities; planning, organizing, and supervising recreation and athletic programs, services, and activities.

EXAMPLES OF WORK

- Plans, organizes, develops, and administers the work of personnel engaged in the development of recreational programs and community events.
- Coordinates with full-time and part-time staff in program development activities.
- Supervises and coordinates community center and recreation programs.
- Oversees the planning, programming, and scheduling of parks and recreation facilities.
- Recruits, trains, and assists in evaluation of personnel performance, programs, and operations.
- Advises Director of important matters relative to recreation programming activities.
- Assists in preparing budget and monitoring of expenditures.
- Establishes budget calendar, coordinates budget development, developing budget presentations.
- Prepares and maintains records and reports on recreational activities, facilities, and equipment.
- Responds to citizen inquiries on activities or need for services and programs.
- Assists with staff meetings and communications.
- Plans, designs, and arranges brochures, calendars, news releases, and other printed materials.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of the principles, practices, equipment, and materials used in public recreation administration.
- Thorough knowledge of human behavior of individuals in groups participating in recreational activities.
- Thorough knowledge of hazards and necessary safety precautions involved in construction work.
- Ability to plan and supervise the work of subordinates.
- Ability to prepare reports and maintain records.
- Ability to establish and maintain effective working relationships with program participants, supervisors, City officials, and the general public.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a Bachelor's Degree in Business Management, Public Administration, or related field. Five (5) to seven (7) years of progressively responsible work in facilities administration within a comprehensive parks and recreation function, the majority of which shall have been acquired in a managerial capacity; or any equivalent combination of education, training, and experience.

WORK HOURS

Requires a minimum of 40 hours in a standard workweek. This is a salaried position; employee is expected to work the hours necessary to satisfactorily perform the duties of the position, including working and attending meetings outside of established business hours.

WORK CONDITIONS

- Light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects.
- Work requires reaching, standing, walking, grasping, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions.

SPECIAL REQUIREMENTS

- Possession of an appropriate driver's license valid in the State of Maryland.
- Possession of CPR and First Aid Certification.
- An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

ACKNOWLEDGMENT OF CLASS SPECIFICATION

I acknowledge that I have read the class specification and requirements for the Administrative Services Division Chief position. I understand this class specification does not constitute an employment agreement between the employer and the employee and is subject to change as the needs of the employer and requirements of the position change.

Are you able to perform the essential functions of this position with or without accommodation?

☐ Yes ☐ No

Employee Signature

Date

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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